



**SINGLE FAMILY
ADDITION/ALTERATION
SUBMITTAL REQUIREMENT
CHECKLIST
BUILDING PERMIT**

The City of Hayward is located in Seismic Zone 4. A fault line is located approximately along the line of Mission Boulevard. Climate Zone is (3). Wind speed is 75 mph with exposure C inland and 80 mph with exposure D along the shoreline. Rainfall @ 1.5" per hour. Basic allowable Soil Bearing Pressure of 1000 lbs. per square foot without soils investigation.

When preparing drawings and calculations, please refer to the latest editions of the California Building Code (CBC), California Mechanical Code (CMC), California Plumbing Code (CPC), and the California Electrical Code (CEC), Part 2 and 6 of Title 24 California Code of Regulations (Energy & Accessibility), Hayward Grading Ordinance and the Hayward Landscape Design Plan. In addition, the City of Hayward has amendments to these codes that are summarized in Hayward Ordinances #99-05 through 99-10, available at the Building Inspection Division counter.

PART 1

SUBMITTAL CHECKLIST

- A. **8 SETS OF DRAWINGS** – which includes all buildings on site (including detached storage buildings, garages, etc.)
- ☐ Plot plan
 - ☐ Grading/Drainage Plan (See City of Hayward Engineer for requirements)
 - ☐ Architectural Plan
 - Floor Plan
 - Roof Plan
 - Exterior Elevations
 - ☐ Structural
 - Foundation Plan
 - Floor Framing Plan
 - Roof Framing Plan
 - Truss manufactures information with engineer seal and signature
 - Cross sections in both directions and cross-reference
 - Structural detail with cross-reference
 - Bracing layout and cross reference

- ☐ HVAC Plan
- ☐ Electrical Plan
- ☐ Plumbing Plan

B. 3 SETS OF CALCULATIONS

- ☐ Structural calculations
- ☐ Energy calculations and forms (Title 24)
- ☐ Truss Calculations, Layout, and Shop Drawings, approved, signed and sealed by the Engineer of record

C. OTHER DOCUMENTS

- ☐ Soils Report
- ☐ Recycle Statement (See Handout)

PART 2

INFORMATION TO BE INCLUDED

A. Plot Plan

- ☐ Lot Dimensions, showing whole parcel
- ☐ Building Footprint with all projections and dimensions to property lines
- ☐ North arrow
- ☐ Visible utilities to curb
- ☐ Locate existing fire hydrant within 500 feet of the project
- ☐ Easement(s) and assumed property lines
- ☐ Required parking and driveways

B. Architectural and Structural Plans

- ☐ Foundation and Structural Floor Framing Plan
- ☐ Dimensioned Floor Plan Layout
- ☐ Exterior elevations
- ☐ Specifications
- ☐ Structural and Architectural Details (bracing, wall sections with details at foundation, floor and roof levels), stairway details, etc.
- ☐ **PREFAB TRUSSES:**
 - ☐ provide truss design and calculations with stamp and signature from State of California licensed structural engineer
- ☐ **2ND STORY ADDITIONS:**
 - ☐ structural design and analysis must be prepared by a State of California licensed structural engineer
 - ☐ provide calculations and plans with stamp and signature from a State of California

licensed structural engineer

C. HVAC (NEW), Plumbing and Electrical Plans

- ☐ Location of HVAC equipment, registers
- ☐ Location of plumbing fixtures
- ☐ Electrical outlets, fixtures, switches, smoke detectors, service panel and sub-panels

D. Title 24 – Energy

- ☐ Form CF-1R with all required signatures
- ☐ Backup form including heat loss calculations

E. Information

- ☐ Signature on all documents by document preparer
- ☐ Name, title, registration (address and phone number) of Design Professional
- ☐ Address of property and name, address and phone number of the property owner
- ☐ Cover sheet information
 - ☐ Applicable codes and editions
 - ☐ Description and type of work
 - ☐ Occupancy and type of construction
 - ☐ Gross area, by floor(s) and building height
 - ☐ Index of drawings
- ☐ Scale for all drawings

F. Separate Plans or Permits Required for the Following Types of Work

- ☐ Pools and Spas
- ☐ Detached Accessory Structures proposed on the lot
- ☐ Retaining Walls
- ☐ Fences greater than 6 feet in height
- ☐ Demolition of existing structures

How quickly you get a building permit depends to a great extent on the **completeness** of your application submittal package. If your application package is incomplete, **it will not be accepted for plan review.** Missing details could result in your receiving a list of revisions to your plans. To prevent delays, please follow this **checklist**. It outlines the types of plans and calculations needed for plan review for a single family dwelling. Please call the Building Inspection Division (510-583-4140) if you have questions.